High Tunstall College of Science

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Attendance Policy

Revised	-	March 2024
Stakeholder Consulted	-	Admissions and Safeguarding Committee
Review Date	-	March 2025
Responsibility for Review	-	Headteacher/Attendance and Safeguarding Officer

AP03

Contents:

Statement of intent

High Tunstall College of Science believes that in order to facilitate teaching and learning, good attendance is essential. Students cannot achieve their full potential if they do not regularly attend college.

We understand that barriers to attendance are complex, and that some students find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at college, as well as strong and trusting relationships with students and parents.

We take a whole-college approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving student attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits
- Ensuring equality and fairness for all
- Intervening early and working with other agencies to ensure the health and safety of our students
- Building strong relationships with families to overcome barriers to attendance
- Working collaboratively with other schools in the area, as well as other agencies
- Rewarding regular attendance
- Ensuring parents follow the framework set in section 7 of the Education Act 1996 which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude and to any SEND they may have either by regular attendance at school or otherwise
- Ensuring our attendance policy is clear and easily understood by all staff, parents and students
- Regularly monitoring and analysing attendance and absence data to identify students or cohorts that require more support.

1.   Legal framework

1.1.   This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996

- Equality Act 2010

- The Education (Student Registration) (England) Regulations 2006 (as amended)

- DfE (2016) 'Children missing education'

- DfE (2022) 'Keeping children safe in education (2021)'

- DfE (2022) 'Working together to improve school attendance'

- DfE (2023) 'Providing remote education'

1.2.   This policy operates in conjunction with the following college policies:

- Complaints Procedures Policy

- Children Missing Education Policy

- Child Protection and Safeguarding Policy

- Behaviour Policy

- SEND Policy

- Supporting Students with Medical Conditions Policy

- Social, Emotional and Mental Health (SEMH) Policy

- Students with Additional Health Needs Attendance Policy.

2.   Definitions

2.1.   The following definitions apply for the purposes of this policy:

Absence:

- Arrival at college after the register has closed.

- Not attending college for any reason.

Authorised absence:

- An absence for sickness for which the college has granted leave.

- Medical or dental appointments which unavoidably fall during college time, for which the college has granted leave.

- Religious or cultural observances for which the college has granted leave.

- An absence due to a family emergency.

Unauthorised absence:

- Parents keeping children off college unnecessarily or without reason.

- Truancy before or during the college day.

- Absences which have never been properly explained.

- Arrival at college after the register has closed.

- Absence due to shopping, looking after other children or birthdays.

- Absence due to day trips and holidays in term time which have not been agreed.

- Leaving college for no reason during the day.

Persistent absenteeism (PA):

- Missing 10 percent or more of schooling across the academic year for any reason.

3. Roles and responsibilities

3.1. The governing body has overall responsibility for:

- Monitoring the implementation of the attendance policy and all relevant procedures across the college.

- Promoting the importance of good attendance through the college's ethos and policies.

- Arranging attendance training for all relevant staff that is appropriate to their role.

- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.

- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

- Handling complaints regarding this policy as outlined in the college's Complaints Procedures Policy.

- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.

- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

3.2. The Headteacher is responsible for:

- The day-to-day implementation and management of the attendance policy and all relevant procedures of the college.

- Appointing a designated senior leader with overall responsibility for championing and improving attendance in college

- Ensuring all parents are aware of the college's attendance expectations and procedures

- Ensuring that every student has access to full-time education and will act as early as possible to address patterns of absence.

3.3. Staff are responsible for:

- Following this policy and for ensuring students do so too

- Ensuring the policy is implemented fairly and consistently

- Modelling good attendance behaviour

- Using their professional judgement and knowledge of individual students to inform decisions as to whether any welfare concerns should be escalated

- Teaching staff are expected to take the attendance register during Period 1, 2, 3, 4 and 5 and the tutor will take the register during tutor time. Registers will be completed within the first 5 minutes of each lesson/tutor time.

3.4. The Attendance Lead is responsible for:

- The overall strategic approach to attendance in college

- Developing a clear vision for improving attendance

- Monitoring attendance and the impact of interventions

- Analysing attendance data and identifying areas of intervention and improvement

- Communicating with students and parents with regard to attendance

- Following up on incidents of persistent poor attendance

- Informing the LA of any student being deleted from the admission and attendance registers.

3.5. Parents are responsible for:

- Providing accurate and up-to-date contact details
- Providing the college with more than one emergency contact number
- Updating the college if their details change
- The attendance of their children at college
- Promoting good attendance with their children.

3.6. Students are responsible for:

- Attending their lessons and any agreed activities when at college

- Arriving punctually to lessons when at college.

4. Attendance expectations

4.1. The college has high expectations for students' attendance and punctuality and ensures that these expectations are communicated regularly to parents and students.

4.2. Students will be expected to:

- Attend college every day they are required to, for the full day

- Attend college punctually

- Attend every timetabled lesson.

4.3. The college day starts at 8:40am, and students will be in their classroom, ready to begin lessons at this time; therefore, students will be expected to be on the college site by 8:35am. Students will have a morning break as follows: Year 7, Year 9 and Year 11 at 10:40am-11am and Year 8 and Year 10 at 9:40am-10:00am, and a lunch break as follows: Year 7 at 12:30pm-1pm, Year 8 and Year 10 at 12:00-12:30pm and Year 9 and Year 11 at 1:00pm-1:30pm – students will be expected to have returned from each break and be ready to recommence learning at the stated times.

4.4. Class teachers will take registers at the beginning of every lesson (for Y7 split lunch teachers will go over the register when students return from lunch and amend any present marks if required) and tutors will take the register at the beginning of tutor time.

4.5. Students will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

5. Absence procedures

5.1. Parents are required to contact the college via telephone as soon as possible on the first day of any absence – they will be expected to provide an explanation for the absence.

5.2. We will send text messages to parents whose children have not been marked present at the start of the college day, if we have not been notified of their absence.

5.3.   If we do not receive a message a telephone call will be made to the parent of any child who has not reported their absence on the first day that they do not attend college.

5.4.   If we are unable to contact home and there are additional vulnerabilities identified then a home visit will be made in an attempt to establish contact and reasons for absence.

5.5.   The college will always follow up any absences in order to:

- Ascertain the reason for the absence.

- Ensure that proper safeguarding action is being taken.

- Identify whether the absence is authorised or not.

- Identify the correct code to use to enter the data onto the college census system.

5.6.   The college will not request medical evidence in most circumstances where a student is absent due to illness; however, the college reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

5.7.   In the case of persistent absence, arrangements will be made for parents to speak to the Attendance Team.

5.8.   The college will inform the LA, on a half termly basis, of the details of students who fail to attend regularly, or who have missed ten (10) school days or more without authorisation.

5.9.   If a student's attendance drops below ninety (90) percent, the LA attendance officer will be informed, and a referral may be made.

5.10.   Where a student has not returned to college for ten 10 days after an authorised absence or is absent from the college without authorisation for twenty (20) consecutive college days, the college will remove the student from the admission register if the college and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.

6.   Attendance register

6.1.   The college uses School Synergy and SIMS to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

6.2. Designated staff members will take the attendance register at the start of each college day and at the start of the afternoon session. This register will record whether students are:

- Present.

- Absent.

- Attending an approved educational visit.

- Unable to attend due to exceptional circumstances.

6.3. The college will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning

- \ = Present in the afternoon

- B = Off-site educational activity

- C = Leave of absence granted by the college

- D = Dual registered at another educational establishment

- E = Excluded but no alternative provision made

- G = Unauthorised holiday

- H = Authorised holiday

- I = Illness

- J = At an interview with prospective employers, or another educational establishment

- L = Late arrival before the register has closed

- M = Medical or dental appointments

- N = Reason not yet provided

- O = Unauthorised absence

- P = Participating in a supervised sporting activity

- R = Religious observance

- S = Study leave

- T = Gypsy, Roma and Traveller absence

- U = Arrived after registration closed

- V = Educational visit or trip

- W = Work experience

- Y = Exceptional circumstances

- Z = Student not on admission register

- # = Planned whole or partial college closure

6.4. When the college has planned in advance to be fully or partially closed, the code '#' will be used for the relevant students who are absent. This code will also be used to record year groups who are not due to attend because the college has set different term dates for different years, for example, induction days.

6.5. Students who are absent from college but are receiving remote education for any reason will be marked as absent in the register.

6.6. All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment, and the name and role of the person who made the amendment.

6.7. Every entry into the attendance register will be preserved for three (3) years.

7. Authorising parental absence requests

7.1. Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the student and the impact on the student's education into account. The headteacher's decision is not subject to appeal; however, the college will be sympathetic to requests for absence by parents and will not deny any request without good reason.

Leave of absence

7.2. The college will only grant a student a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the college will expect parents to contact the headteacher in writing at least two (2) weeks prior to the proposed start date of the leave of absence, providing the reason

for the proposed absence and the dates during which the absence would be expected to occur.

7.3. Any requests for leave during term time will be considered on an individual basis and the student's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the student can be away from college. The college is not likely to grant leaves of absence for the purposes of family holidays.

7.4. Requests for leave will not be granted in the following circumstances:

- During Year 7 when a student is settling into the college, unless certain exceptional circumstances apply, e.g. the death of a family member

- Immediately before and during assessment periods

- When a student's attendance record shows any unauthorised absence

- Where a student's authorised absence record is already above ten (10) percent for any reason

7.5. If term-time leave is not granted, taking a student out of college will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The college cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the college in advance will be marked as unauthorised.

Illness and healthcare appointments

7.6. Parents will be expected to make medical or dental appointments outside of college hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Religious observance

7.7. Parents will be expected to request absence for religious observance at least three (3) days in advance.

7.8. The college will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set

apart for religious observance by the relevant religious body. The college will define this as a day where the student's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

7.9. The college may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

7.10. Where a student's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two (2) weeks in advance. Absences will not be granted for students from these communities under this code for reasons other than travel for occupational purposes.

8. SEND and health-related absences

8.1. The college recognises that students with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support students who find attending college difficult.

8.2. In line with the SEND Policy and Supporting Students with Medical Conditions Policy, the college will ensure that reasonable adjustments are made for disabled students to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The college will secure additional support from external partners to help bolster attendance where appropriate.

8.3. Where the college has concerns that a student's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a student that is also a safeguarding concern, they will inform the DSL and the Safeguarding and Child Protection Policy will be followed. All students will be supported with their mental health in accordance with the college's Social, Emotional and Mental Health (SEMH) Policy.

8.4. If a student is unable to attend college for long periods of time due to their health, the college will:

- Inform the LA if a student is likely to be away from the college for more than fifteen (15) school days.

- Provide the LA with information about the student's needs, capabilities and programme of work.

- Help the student reintegrate at college when they return.

- Make sure the student is kept informed about college events and clubs.

- Encourage the student to stay in contact with other students during their absence.

8.5. The college will incorporate an action plan to help any students with SEND and/or health issues cope with the stress and anxiety that attending college may cause them. Such plans will be regularly monitored and reviewed until the student is attending college as normal and there has been signs of significant improvement.

8.6. To support the attendance of students with SEND and/or health issues, the college will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments

- Incorporating a pastoral support plan

- Carrying out strengths and difficulties questionnaire

- Identifying students' unmet needs through the Common Assessment Framework

- Using an internal or external specialist

- Enabling a student to have a reduced timetable

- Ensuring a student can have somewhere quiet to spend lunch and breaktimes

- Implementing a system whereby students can request to leave a classroom if they feel they need time out

- Temporary late starts or early finishes

- Phased returns to college where there has been a long absence

- Small group work or on-to-one lessons

- Tailored support to meet their individual needs.

9. Absence in exceptional circumstances

9.1. Exceptional circumstances include when a student is unable to attend because:

- Transport provided by the college, LA or parent is not available and the student's home is not within walking distance

- There has been widespread disruption to travel services which has prevented the student from attending

- The student is in custody and will be detained for less than four months.

9.2. The use of the 'Y' code is collected in the college census for statistical purposes.

10. Truancy

10.1. Truancy will be considered as any absence of part, or all, of one or more days from college, during which the college has not been notified of the cause behind such absence.

10.2. All staff will be actively engaged about the regular attendance of students, and the importance of continuity in each student's learning.

10.3. Any student with permission to leave the college during the day must sign out at reception and sign back in again on their return.

10.4. Immediate action will be taken when there are any concerns that a student might be truanting. If truancy is suspected, our Attendance Team will be notified and they will contact the parent, in order to assess the reasons behind the student not attending college.

10.5. The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the student, informing them of the truancy and stating that any future occurrences could result in further action being taken

- If any further truancy occurs, then the LA Attendance Officer will consider issuing a penalty notice

- A penalty notice will be issued where there is overt truancy, inappropriate parentally condoned absence, excessive holidays in term time and persistent late arrival at college.

11. Missing children

11.1. Students will not be permitted to leave the college premises during the college day unless they have permission from the college and their parents are also aware.

11.2. The following procedures will be taken in the event of a student going missing during the college day:

- The member of staff who has noticed the missing student will inform our Attendance Team immediately

- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search

- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the college premises

- The following areas will be systematically searched:

  – All classrooms

  – All toilets

- Changing rooms

- The HUB

- Any outbuildings

- The college grounds

- Stairwells.

- Available staff will begin a search of the area immediately outside of the college premises and will take a mobile phone with them so they can be contacted

- If the student has not been found after fifteen (15) minutes, then the parents of the student will be notified

- Staff will also alert the Headteacher

- The college will attempt to contact parents using the emergency contacts provided

- If the parents have had no contact from the student, and the list has been exhausted, then the police will be contacted

- The Attendance Officer/Student Support Officer will log all information describing all circumstances leading up to the student going missing on CPOMS

- If the missing student has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed

- When the student has been located, a designated member of staff will care for and talk to the student to ensure they are safe and well

- Parents and any other agencies will be informed immediately when the student has been located.

11.3. The Pastoral Team will take the appropriate action to ensure the student understands they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.

11.4. All actions taken will be logged on CPOMS and will be reviewed by the Safeguarding Team.

12. [Updated] Attendance intervention

12.1. In order to ensure the college has effective procedures for managing absence, the attendance team, supported by the SLT, will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
    - Sending letters to parents
    - Having a weekly tutor review
    - Engaging with LA attendance teams
    - Using fixed penalty notices
    - Creating college attendance plans (CAPs)
    - Sending weekly Synergy messages linked to weekly attendance figures.

12.2. The college will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the students whom the intervention is designed to target.

12.3. The college will aim to improve attendance in the overall college cohort by acknowledging good attendance in the following ways:

- 100% attendance postcards home monthly
- Access to college trips and Prom
- Positive achievement points
- Year Team and House Rewards in Celebration Assemblies.

12.4. College trips and events will be considered a privilege. Where attendance drops below ninety five (95) percent, these privileges may be taken away. The college will develop strategies for ensuring that students with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

[Updated] It is important to understand that there are some trips that require a deposit to be paid to secure a place on them. It is

essential to clarify that this deposit is **<u>non-refundable</u>**. This would be the case if students were failing to meet attendance expectations. This policy is in place to ensure the smooth planning of the trip, including booking accommodations, transportation, and activities well in advance.

12.5. Attendance at the Year 11 Prom requires criteria set by the Year Team and parents will be informed of this on a yearly basis.

13. Working with parents to improve attendance

13.1. The college will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with students and their families about the expectations of college life, attendance and performance so that they understand what to expect and what is expected of them. The college will liaise with other agencies working with students and their families to support attendance, e.g. social services.

13.2. The college will ensure that there are two (2) sets of emergency contact details for each student wherever possible to ensure the college has additional options for getting in touch with adults responsible for a student where the student is absent without notification or authorisation.

13.3. The college will ensure that parents are aware of their legal duty to ensure that their child attends college regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend college every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The college will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at college can have for their child educationally, socially and developmentally.

13.4. If a pattern of absence becomes problematic, the attendance team will work collaboratively with the student and their parents to improve attendance by addressing the specific barriers that prevent the student from being able to attend college regularly. The college will always take into consideration the sensitivity of some of the reasons for student absence and will approach families to offer support rather than immediately reach for punitive approaches.

13.5. Where these barriers are related to the student's experience in college, e.g. bullying, the attendance team will work with the headteacher and any relevant college staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the college's control, e.g., they are related to issues within the student's family, the attendance team will liaise with any relevant external agencies or authorities, e.g., children's social care or the LA, and will encourage parents to access support that they may need.

14. Persistent absence (PA)

14.1. There are various groups of students who may be vulnerable to high absence and PA, such as:

- Children in need

- LAC

- Young Carers

- Students who are eligible for FSM

- Students with EAL

- Students with SEND

- Students who have faced bullying and/or discrimination.

14.2. The college will ensure it provides support to students at risk of persistent absence (PA), in conjunction with all relevant external authorities where necessary.

14.3. The college will use a number of methods to help support students at risk of PA to attend college. These include:

- Offering catch-up support to build confidence and bridge gaps in learning

- Meeting with the student and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having

- Establishing plans to remove barriers and provide additional support

- Leading weekly check-ins to review progress and assess the impact of support

- Making regular contact with the student's parent to discuss progress

- Assessing whether an EHC plan or IHP may be appropriate

- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

14.4. The college will focus particularly on students who have rates of absence over fifty (50) percent and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these students are facing.

14.5. Where a student at risk of PA is also at increased risk of harm, the college will work in conjunction with all relevant authorities, e.g. social services, to support the student in line with the college's duty of care.

15. Legal intervention

15.1. The college will allow sufficient time for attendance interventions and engagement strategies to improve students' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one (1) term, the attendance team will consider:

- Holding a formal meeting with parents and the Head of Year.

- Working with the LA to put a parenting contract or an education supervision order in place.

- Engaging children's social care where there are safeguarding concerns.

15.2. Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the LA's code of conduct.

15.3. Where attendance still does not improve following a fixed penalty notice, the college will work with the LA to take forward attendance prosecution as a last resort.

16. Monitoring and analysing absence

16.1. The attendance team will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

16.2. The college will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The college cohort as a whole

- Individual year groups

- Year groups preparing for exams

- Individual students

- Demographic groups, e.g. students from different ethnic groups or economic backgrounds

- Other groups of students, e.g. students with SEND, LAC and students eligible for FSM

- Students at risk of PA.

16.3. The attendance team will conduct thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes

- Particular days of poor attendance

- Subjects which have low lesson attendance

- Historic trends of attendance and absence

- Barriers to attendance.

16.4. The attendance team will provide regular reports to staff across the college to enable them to track the attendance of students and to implement attendance procedures. The attendance team will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

16.5. The governing body will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

16.6. The college will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

17. Training of staff

17.1. The college will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk students as part of their induction and refresher training.

17.2. The governing body will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will be offered regular and ongoing training as part of their CPD opportunities.

17.3. Training will cover at least the following:

- The importance of good attendance

- That absence is almost invariably a result of wider circumstances

- The legal requirements on schools, e.g. the keeping of registers

- The college's strategies and procedures for monitoring and improving attendance

- The college's procedures for multi-agency working to provide intensive support for students who need it.

17.4. The Attendance Lead will receive enhanced attendance training, this will include training regarding interpreting and analysing attendance data and supporting students to overcome barriers to attendance.

17.5. Staff will receive training to ensure they understand that increased absence from college could indicate a safeguarding concern, and know how such concerns should be managed.

18. Monitoring and review

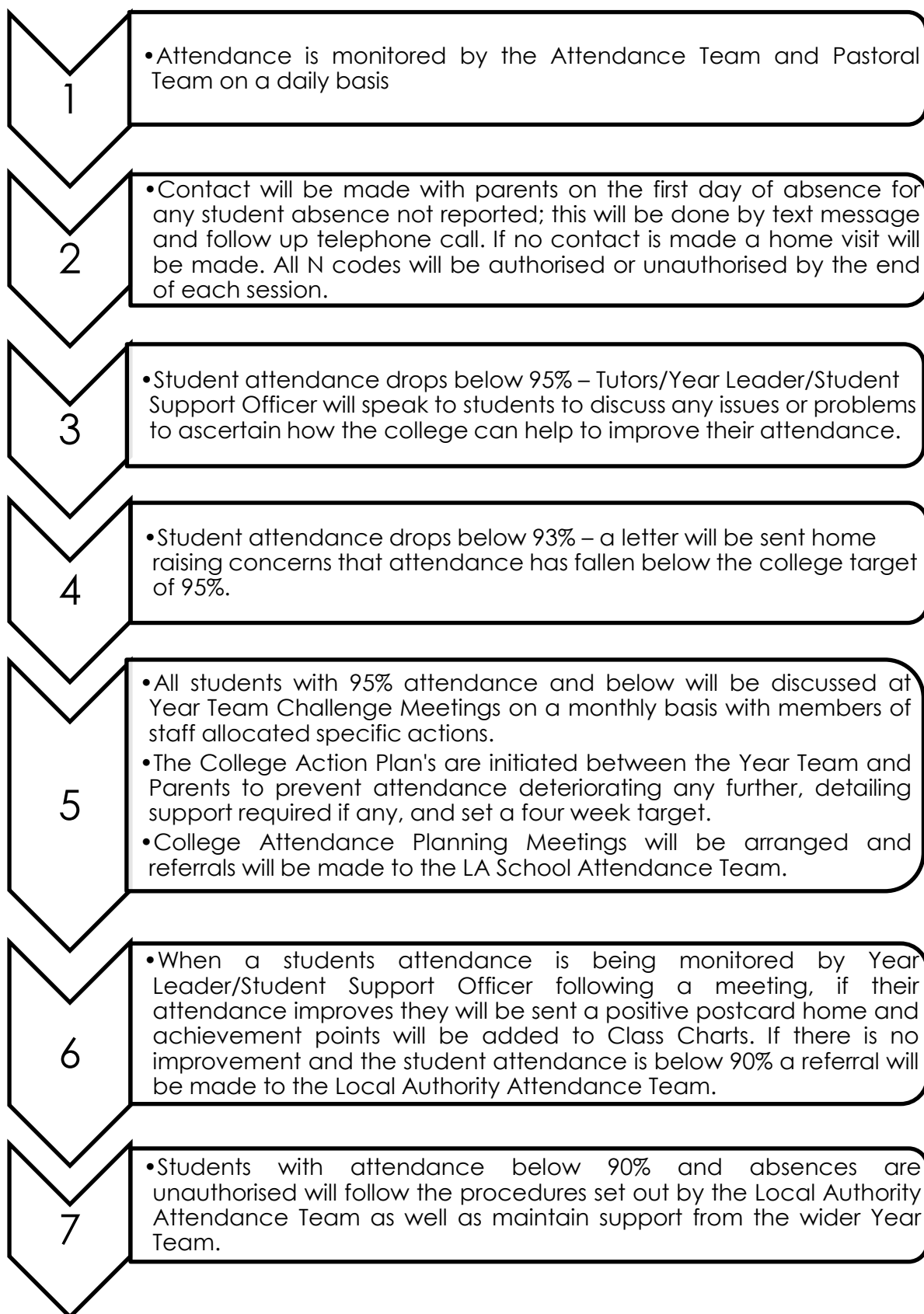18.1. The College monitors attendance and punctuality throughout the year. The college's attendance target is ninety five (95) percent each year.

18.2. This policy will be reviewed annually by the Headteacher and the Attendance and Safeguarding Officer.

18.3.   Any changes made to the policy will be communicated to all members of staff.

18.4.   The next scheduled review date for this policy is March 2025

Appendix A - Attendance Monitoring Procedures

1
- Attendance is monitored by the Attendance Team and Pastoral Team on a daily basis

2
- Contact will be made with parents on the first day of absence for any student absence not reported; this will be done by text message and follow up telephone call. If no contact is made a home visit will be made. All N codes will be authorised or unauthorised by the end of each session.

3
- Student attendance drops below 95% – Tutors/Year Leader/Student Support Officer will speak to students to discuss any issues or problems to ascertain how the college can help to improve their attendance.

4
- Student attendance drops below 93% – a letter will be sent home raising concerns that attendance has fallen below the college target of 95%.

5
- All students with 95% attendance and below will be discussed at Year Team Challenge Meetings on a monthly basis with members of staff allocated specific actions.
- The College Action Plan's are initiated between the Year Team and Parents to prevent attendance deteriorating any further, detailing support required if any, and set a four week target.
- College Attendance Planning Meetings will be arranged and referrals will be made to the LA School Attendance Team.

6
- When a students attendance is being monitored by Year Leader/Student Support Officer following a meeting, if their attendance improves they will be sent a positive postcard home and achievement points will be added to Class Charts. If there is no improvement and the student attendance is below 90% a referral will be made to the Local Authority Attendance Team.

7
- Students with attendance below 90% and absences are unauthorised will follow the procedures set out by the Local Authority Attendance Team as well as maintain support from the wider Year Team.

Appendix B - Attendance Reporting Structure

1 • Form tutor

2 • Attendance Team

3 • Year Leaders and Student Support Officers

4 • Year Team Challenge Meeting

5 • LA Attendance Officer